

# CSNTS RETURN TO PORT CHECKLIST

The following items must be completed by each crew prior to departing from cruise block.

**OIC/AOIC Meeting - 0900 Friday in Sailing Office.**

## Equipment Turn in:

- \_\_\_\_\_ 1. Return sleeping bags and empty propane tanks to Cutter Shed.
- \_\_\_\_\_ 2. Clean and dry the cooler. Clean, dry and re-stow all controlled equipage in the cooler/Pelican Case and turn in to CSNTS staff.
- \_\_\_\_\_ 3. Fresh water wash and dry all foul weather gear. Turn in the dry gear to CSNTS staff individually. **Gear will be accepted ONLY from the person who signed it out.**
- \_\_\_\_\_ 4. Turn in all unused medicine to CSNTS staff.
- \_\_\_\_\_ 5. DNAS and DDNAS walk through boats at 1230.

## Paperwork Required:

- \_\_\_\_\_ 1. OIC post cruise report
- \_\_\_\_\_ 2. Midshipmen fitreps
- \_\_\_\_\_ 3. OIC reconcile OPTAR funds. (1000 in Sailing Office)
- \_\_\_\_\_ 4. AOIC turn in food money and receipts. (1000 in Sailing Office)
- \_\_\_\_\_ 5. OIC & AOIC turn in travel claims. (1000 in Sailing Office)
- \_\_\_\_\_ 6. Turn in Offshore Log Binder to CSNTS staff.
- \_\_\_\_\_ 7. Completed vessel turnover check list from OPORD.
- \_\_\_\_\_ 8. AOIC Conduct room walkthrough with MIDN.

MIDSHIPMEN:

- \_\_\_\_\_ 1. Check out of rooms in Bancroft by 1130.
- \_\_\_\_\_ 2. Cruise Debrief in Sailing Office at 1230.

**LT Nyden will release midshipmen from cruise following debrief and completion of inspection.**